



ADDENDUM NO. 1

Date: December 13, 2017
ITB: **RFP: 18-29J/DW Temporary Employment Services**
DATE ISSUED: December 5, 2017
BID DUE: **Thursday, December 28, 2017 at 2:00 PM EST (REVISED)**
BID OPENING: **Thursday, December 28, 2017 at 2:00 PM EST (REVISED)**
SUBJECT: **Bid Due Date Extended / Pre-bid Question and Answer**

Ladies/Gentlemen:

This addendum is being issued to extend the bid due date and to answer questions.

Please review the following pre-bid questions and answers.

1. Question: Is there any Incumbent on this contract? If Yes, please share the name?

Answer: *The City of Hampton and Hampton City Schools do not have a current contract in place for Temporary Employment Services.*

2. Question: What is the historical expenditures/volume for this contract?

Answer: *The City of Hampton and Hampton City Schools do not have a current contract in place for Temporary Employment Services.*

3. Question: Can the City provide some historical data about the number of hours required in previous years in the various labor categories? What other labor categories does the City envision that may be required to support their needs?

Answer: *That information is not available. Historically, each department handled their own temporary staff needs. Volume is not known.*

4. Question: Since there is no guarantee of work, does the City know when the first order(s) will be placed against the contract, for how many individuals, and in what labor categories?

Answer: *No.*

5. Question: If Attachment E is the Pricing Schedule, what costs are required in go in Tab 4 entitled "Costs"?

Answer: *The Pricing Schedule (Attachment E) requires an hourly billed rate for each of the positions listed. That sheet can be placed in Tab 4.*

6. Question: Section H, Proposal Content Evaluation, item iv states that a "minimum of 5 references" must be provided. If offerors do not have 5 references, will they be automatically considered non-responsive and eliminated from further evaluation?

Answer: *No*

7. Question: If we are a SWAM woman-owned company and intend to subcontract with another SWAM woman-owned company will we get additional evaluation points?

Answer: *Minority or Woman Owned companies are scored as such in the proposal scoring criteria as stated on page 9 of the solicitation. No additional points are given.*

8. Question: Are subcontractors required to submit audited financial documents in addition to the prime contractor?

Answer: *Only the Offeror is required to submit audited annual reports.*

9. Question: Are subcontractors also required to submit proof of ability to conduct business in the state of Virginia and in the City of Hampton?

Answer: *The contract will be between the City, Hampton City Schools and the Offeror. Other information may be required after the contract is awarded but does not need to be submitted with the offer.*

10. Question: Are subcontractors also required to submit proof of insurance?

Answer: *The contract will be between the City, Hampton City Schools and the Offeror. Other information may be required after the contract is awarded but does not need to be submitted with the offer.*

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11. Question: Attachment D Subcontracting goals is not completed for MBE and WBE, can offerors be provided what the goals are for this contract?

Answer: *Goals are as follows: MBE: 4.34% WBE 3.82%*

12. Question: Is a subcontracting plan required to be submitted with the proposal submission? If so, what Tab and/or Volume should this be included in?

Answer: *If you plan on using subcontractors, you should notate that in your offer. Offerors need to submit any information that helps the City and HCS make a determination of Experience, Capability, Services, Cost, Exceptions, Alternatives, and SWaM participation. All proposals will be reviewed and scored based on content not on where the information is placed in the offer.*

13. Question: Is it a requirement of this contract that the awarded vendor subcontract with MBE/WBE?

Answer: *No.*

14. Question: Can you provide prior pricing for temporary employment services that was utilized for the City of Hampton and / or Hampton City Schools. If not in the same capacity or positions, for any positions?

Answer: *That information is not available. Historically, each department handled their own temporaries. Volume is not known.*

15. Question: The solicitation states that offerors must provide a City of Hampton business license. This license is only required for businesses located (incorporated) in the City of Hampton. Will offerors with business addresses and incorporated elsewhere within the state (outside the city of Hampton) be allowed to bid this opportunity as long as they are able to conduct business in the state of Virginia?

Answer: *If Offeror has a location in Hampton, then a Hampton business license is required. Offerors with locations outside of Hampton will be accepted. Please include a copy of a valid business license from the offeror's locality.*

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16. Question: When does the City of Hampton plan to make the award?

Answer: *As soon as possible after offers are scored, interviews held and negotiations are complete. There is no specific date.*

17. Question: What is the total value of the contract?

Answer: *That is not known. This will be on an as needed basis; there is no way to determine that.*

18. Question: How many contract awards will be made?

Answer: *The City and Schools plan to award to multiple offerors.*

19. Question: Are Proposers required to bid on all positions (an all or nothing bid)?

Answer: *No.*

All other terms and conditions remain the same.

For the City of Hampton,

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